**REVIEW LEGAL PLANNING MEETING AGENDA**

**1. Chair**

a) attendees and titles

b) apologies

**2. Social Worker / Team Manager**

Update / additional information since last meeting

**3. Chair review actions from last meeting:**

* Action / Current position

**4. Legal**

* legal threshold
* evidence outstanding not discussed or proposed

**5. Chair – Decision:**

* Continue pre-proceedings process
  + If extension is required, confirm date extended to
  + If extension is required, provide full reasons for decision to extend (6)
* End pre-proceedings process
  + At review pre-proceedings meeting OR by letter
  + Confirm date Schedule of Expectations to be completed by
* Issue care proceedings
  + Set out plan for
    - Speaking to parents about the intention to issue
    - When will the initial statement and care plan(s) be with Legal
    - What other evidence is required to support the application
    - By what date should the matter be issued

**6. Chair** – full reasons for extension of pre-proceedings timeline (if required)

**7. Chair** – if decision differs from legal advice, set out clear reasons for not following advice, which should be reflected in the minutes

**8. Chair –** Confirm the care plan, including contact if relevant